

Section 54: Facility-Based Sheltered Employment Services

Facility-Based Sheltered Employment Services means employment services provided to an individual that implement the individual's training outcomes and in which the individual is provided remuneration or other occupational activity

54.1 Unit of Service

1 hour (for state funded services only)

54.2 Activities Allowed

Reimbursement is available for Facility-Based Sheltered Employment Services activities including:

- a. May be short term or long term, full time or part time
- b. Adaptations, training, and supervision activities required by the individual and needed to sustain paid employment or other occupational activity
- c. All activities are goal directed
- d. Services are provided, depending on the identified needs of the individual
- e. Total amount of time individuals served by each agency participate in Facility-Based Sheltered Employment Services are expected to decrease and time spent in community-based employment to increase
- f. An individual who is receiving waiver services may have the choice to also receive Facility-Based Sheltered Employment Services

54.3 Activities Not Allowed

Reimbursement is not available for Facility-Based Sheltered Employment Services activities including:

- a. Meal time (**Note:** Lunchtime and breaks may be billed as group habilitation (CHPR) **if** the individual is receiving supervision or assistance during those times.)
- b. Transportation (See Transportation.)
- c. Ancillary services

54.4 Service Standards

Facility-Based Sheltered Employment Services must be reflected in the Individualized Support Plan. **That plan shall include a justification of why a more inclusive alternative is not being utilized and/or a plan to move the individual to a more inclusive setting**

- a. Individuals typically receive thirty (30) hours per week of this service; however, services are tailored to the identified needs of the individual per the individual's person centered planning process and Individualized Support Plan
- b. Recipient to staff ratio shall not exceed 20:1
- c. Two short break periods (up to 15 minutes in the morning and the afternoon) may be included

54.5 Provider Qualifications

To be approved to provide Facility-Based Sheltered Employment Services, an applicant shall:

- a. Be an entity
- b. Be accredited, or provide proof of an application to seek accreditation, by one of the following organizations:
 - 1. Commission on Accreditation of Rehabilitation Facilities (CARF), or its successor
 - 2. The Council on Quality and Leadership in Supports for People with Disabilities, or its successor
 - 3. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO), or its successor
 - 4. The National Commission on Quality Assurance, or its successor
 - 5. An independent national accreditation organization approved by Secretary of FSSA
- c. Be a not-for-profit entity
- d. Have Special Minimum Wage Certification from the Wage and Hour Division of the U.S. Department of Labor
- e. Certify that, if approved, the entity will provide services using only persons who meet the qualifications set out in 460 IAC 6-14-5

54.6 Documentation Standards

Facility-Based Sheltered Employment documentation must include:

- a. Not-for-profit status
- b. BDDS approved provider
- c. Special Minimum Wage Certification
- d. Services outlined in Individualized Support Plan

- e. Attendance record documenting the complete date and time entry (including a.m. or p.m.) and the number of units of service delivered that day
- f. Documentation that supports compliance with staffing ratios per the individual's service planner
- g. Documentation in compliance with 460 IAC 6

***Under 460 IAC 3.5 (Rates for Adult Day Services) Facility-Based Sheltered Employment Services is defined as "*Sheltered Work*"**